

## MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of January was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania on Tuesday, January 22, 2013.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Ms. Sherryann I. Fonseca, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Social Services Director; Mr. Joshua B. Albrecht, Maintenance Aide; Mr. Luis A. Linarez, Building Maintenance Foreman and Ms. Janice M. Eickhoff, Clerk Typist 2. Attorney Greg Schantz, Solicitor for the Authority, Mr. Valdis Lacis, Reading Eagle Reporter; and Ms. Miriam Feliciano, Resident Council Member, were also present.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski  
Mrs. Rebecca Acosta  
Mrs. Lillie Mathies (by telephone)

Absent: Mr. Nelson A. De Leon  
Mr. Eligio C. Colon, Jr.

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mrs. Mathies and second by Mrs. Acosta approving the minutes of the regular monthly meeting held November 27, 2012. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Mrs. Mathies approving the bills as submitted by Ms. Fonseca for the period of November 1, 2012 to December 31, 2012. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of November 2012.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$5,332,155.29	\$4,080,411.61	\$310,117.80	\$ 9,722,684.70
P-4628 General	279,027.51	99,000.00	0.00	378,027.51
P-15 General	258,777.29	1,474,254.28	77,405.59	1,810,437.16
Payroll	0.00	270,563.26	(270,563.26)	0.00
River Oak Apts.	36,475.89	0.00	42,799.59	79,275.48
Total	\$5,906,435.98	\$5,924,229.15	\$159,759.72	\$11,990,424.85

The following balances in bank and on account were reported for the month of December 2012.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$4,897,092.52	\$4,049,341.71	\$310,117.80	\$ 9,256,552.03
P-4628 General	185,909.92	99,000.00	0.00	284,909.92
P-15 General	258,877.38	1,474,254.28	77,363.89	1,810,495.55
Payroll	0.00	176,272.84	(176,272.84)	0.00
River Oak Apts.	36,429.74	0.00	42,808.07	79,237.81
Total	\$5,378,309.56	\$5,798,868.83	\$254,016.92	\$11,431,195.31

A motion was made by Mrs. Mathies and second by Mrs. Acosta that the Treasurer's Reports be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

### **COMPREHENSIVE GRANT PROJECTS**

**221- 2012 CAPITAL FUND** – The work on the buildings at Glenside has started and should be completed by the end of March. It will be nice to have the rest of the buildings completed in conjunction with the Honeywell work. The reason is insulation is being installed on the second floor for the outside work as part of the outside restoration and the Honeywell work we are installing thermostats to help regulate the heat as an energy savings measure. By combining the two we should increase the energy savings with both being done at the same time for the coming heating season.

**222-2013 CAPITAL FUND** – This is in the Agency Plan and is on the agenda for approval. This has the installation of fire sprinklers at all of our high rises and will further increase the safety of our residents.

**PARK PLACE ON PENN STREET PROJECT-** We are still waiting for the economic climate and consumer interest to increase so we can sell these units. Unfortunately, the economic climate has not changed enough whereby people are beginning to purchase homes again, at least at the same pace as before this all started. In addition, the condo market is also still an issue and one we will have to deal with.

So while this is a bother, we are not paying out much in the way of monies for this project as everything has been paid to date. We do have hopes when the hotel construction begins to see more interest in the condos, so we hope to get this moving along in the near future.

I should also mention we are revising the condo documents to reflect the status of the project as the existing documents still mention the original contractor. These should be done soon.

**RIVER OAK APARTMENTS** – The occupancy rate at River Oak is good though, of the 3 units vacant, we only have one unit that is not assigned. In addition, there are about 26 people on the waiting list for a unit so we should be able to rent the unassigned unit and the transfers when they have been readied for occupancy.

We hope to complete some kitchens this year as we have about 12 or so remaining to be completed and would like to get them all done before the end of next year or sooner.

While we would like to replace the windows, we are finding the replacement of the carpets is becoming a big issue and one we will be looking at very closely in the coming year as funding becomes available. I have addressed this in the Youth Build section.

**CITY OF READING POLICE PATROLS** – The Police are working very hard to ensure our developments are well taken care of and hope you agree. Overall things are going well.

We have a new Officer working with us and his name is Officer Andre and he has worked with us in the past and is familiar with our operations. He will be an asset to our operations and we are all looking forward to working with him in the future.

**NSP/ARTIST HOUSING** – There has been no change in the status of this program as yet, though, there has been discussion that some of the housing for the NSP program can be used for artist housing in some way. This will be an ongoing program.

When selecting “artists” for the rental housing in the NSP program near the Goggleworks, RHA received criteria for selecting potential artists, which was used in Peekskill, NY. Please note the tenants for this program who are moving into these units will be at 50% of median income. From what we have heard, most if not all artists, fall into this income category. So it should not be difficult to fill these units.

**SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %**

2007				2008				2009				2010				2011				2012			
Sept	Dec	Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec		
95.1	94.0	93.8	94.9	96.2	97.8	97.8	96.9	97	96.6	96.6	96.9	97.3	97.2	97.0	97.1	97.5	97.7	97.7	96.6	96.2	95.6		

Sylvania is 97% leased up and is doing well in this area.

**SECTION 8 ANNUALIZED UTILIZATION (%) RATE**

2007				2008				2009				2010				2011				2012			
Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	
99.2	97.9	96	95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	95.8	94.5	93.2	92.1	90.3	90.0	88.3	88.2	89.2	90.6	91.2	90.8	

The leasing rate for the last quarter is 90.8, however RHA has spent 95% of the funding for the Section 8 program and is an additional evaluation HUD has of the Section 8 program. Current HUD funding practice does not and will not allow 100% utilization of the vouchers and funding.

**PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)**

2007				2008				2009				2010				2011				2012			
Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec		
98.2	98.3	98.4	98.4	98.4	98.4	98.5	98.6	98.7	98.8	98.8	98.8	98.9	98.8	98.7	98.5	98.6	98.8	98.8	98.7	98.4	98.7		

The annualized vacancy rate for the last quarter shows a good leasing rate and translates into vacancy rate of 1.3% for RHA. This continues to be a decent occupancy rate. We continue to monitor our progress in this area and work towards improving the leasing rate, while everyone strives to attain 100% leasing rate, it is difficult to attain.

**ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING**

2007				2008				2009				2010				2011				2012			
Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	
1.8	2.5	2.5	1.8	1.7	1.9	2.3	2.10	2.3	2.5	3	3	2.90	2.80	3	2.6	3.2	3.5	3.1	2.6	3.4	2.7	3.4	

Staff is working hard to reduce these amounts in hopes to get them to a more reasonable level.

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)** – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 201 North 3<sup>rd</sup> Street, 331 Elm Street and another unit at 460 Centre Avenue are in the mix for units owned by RHA for the NSP program. We have filled two of the three units at 460 Centre Avenue with tenants at or below 50% of median income and hope to fill the final one soon.

**RENTAL ASSISTANCE DEMONSTRATION (RAD)** – HUD is touting a new program in which they “de federalize” the public housing units by making or turning them into Section 8. This should not be confused with the normal Section 8 program, but rather it is a hybrid of the Section 8 and Section 8 New Construction. But it does not come without issues. The major one is Congress authorized this program but did not fund it and HUD has/or is attempting to fund this by taking your operating subsidy, Capital Fund monies and providing a baseline of funding using these monies in some way shape or form to pay for this demonstration.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. Though, the most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply for this program at this time and will monitor how this program works for some agencies.

We did receive an email from the HUD office and only about 11,000 out of the 60,000 units eligible for this program applied, far less than what they had hoped. The email was sent saying there is still time to apply.

**EMPLOYEE ANNUAL MEETING IN DECEMBER** – The Annual Meeting was a success and we were able to list a number of our accomplishments over the past year. It is always nice to have everyone together at least once a year so employees from different departments of the Authority meet.

Overall I feel the meeting was a success and appreciated by staff.

**Vacant Unit Report for the Current Month**

	<b><u>Units Scheduled To Be Leased</u></b>	<b><u>Unit Accepted By Eligible Applicant</u></b>	<b><u>Unit Scheduled Transfer</u></b>	<b><u>Unassigned Units</u></b>	<b><u>Total Vacant Units</u></b>
Glenside	2	1	3	1	7
Hensler	0	0	0	0	0
Oakbrook	0	0	1	0	1
Franklin	0	0	0	0	0
Kennedy	0	0	1	0	1
Rhodes	1	0	0	0	1
Eisenhower	1	1	2	0	4
Hubert	1	1	0	0	2
<b>Total Conventional</b>					
Public Housing	5	3	7	1	16
Scattered Sites	0	0	0	2	2
Sylvania Homes	0	0	0	2	2
River Oak	2	0	0	1	3
726 N. 11 <sup>th</sup> Street	0	0	0	0	0
<b>Total</b>	<b>7</b>	<b>3</b>	<b>7</b>	<b>6</b>	<b>23</b>

Our current occupancy rate is high at 99% for Public Housing and is a good occupancy overall. The leasing rate for all of our units we own (a total of 1800+) comes to 98.73%. Of the 23

vacant units, 7 are scheduled to be leased, 3 have been accepted by applicants, 7 are transfers and 6 remaining units are unassigned.

Please note the transfer units are units, which in most cases the occupants are either over-housed or under-housed and need to be moved to a more appropriate size unit. In some cases, there may be other factors whereby a unit transfer is appropriate and done on a case-by-case basis. But also means, we are creating another vacant unit and will now have to rehabilitate the unit and fill it. As I mentioned before, these unit transfers are required to ensure people are in the correct size units and are not over or under housed.

#### **DEVELOPMENT WAITING LIST STATUS**

<b><u>Bedroom Size</u></b>	<b><u>P/H</u></b>	<b><u>Contacting</u></b>	<b><u>Waiting Period</u></b>	<b><u>Sylvania</u></b>	<b><u>River Oak</u></b>
Studio	316	10/12	06 -12 months	N/A	N/A
One Bedroom-Family/Elderly	397	05/11	12-24 months	8	N/A
Two Bedroom Family	449	05/11	12-24 months	18	13
Three Bedroom Family	245	10/12	06-12 months	12	13
Four Bedroom Family	38	05/11	12-24 months	3	N/A
Five Bedroom Family	35	06/12	10-24 months	N/A	N/A
<b><u>Total</u></b>	1480			41	26

Our Public Housing waiting list was getting a little low and recently the waiting list was opened for some bedroom sizes so we can ensure we have an adequate supply of people for our vacant units. It is also the reason we are able to have so few vacancies.

**RHA PAINTING PROGRAM FOR OCCUPIED UNITS** – We continue the painting program and hope funding cuts do not affect our efforts. We want to make sure each and every unit was and is painted at least once every ten years.

To date, this program is going well.

**ENERGY SAVINGS PROGRAM WITH HONEYWELL** – This project is nearing completion and are generally pleased with the progress they are making on this project. There have been some issues which we are working with Honeywell on resolving.

**RHA CENTRAL OFFICE FUNDS** – I have had discussions with various people regarding these funds as it will be important in the coming years to invest these funds in programs and projects which will benefit not only the Agency, but the City as well. I should note these funds are “de-federalized” and hence HUD is supposedly not able to regulate how and what a Housing Authority can do or use this money for. I also plan to research this to see if other agencies will be looking at measures to use these funds.

Technically, these funds are as I noted “de-federalized”, but as we have found out HUD seems to ignore this and it would be best if we use these funds for a project in the City that will possibly make money and benefit the City at the same time. In any case, it is my belief that if we do not do something of this nature, HUD will find a way to encourage a Housing Authority to use these funds for operations just as they have with our reserves.

It is the Board’s decision, but I highly recommend RHA do something whereby these funds are involved in or a part of a project that will benefit the City in its renaissance. I do not wish to lose these funds like we did with the reserves, which we had accumulated over a period of time, as we now have a reserve of central office funds.

To date, there has been no change in this.

**YOUTHBUILD** – We met with Ruth Matthew of United Community Services and her team to discuss the upcoming Youth Build project and when the program would start. From the discussions with them, the program will start sometime in January and are in the midst of actively attracting participants for this program.

However, the work will not start until a month or so after that as the participants are undergoing assessment and preliminary training prior to the start of any construction. As we only have a handful of kitchens to be completed we will be looking to install new windows at River Oak. We have been in contact with the manufacturer of the windows and they have agreed to come and do the initial training on window installation. We have a couple of other work items we plan to work into this project.

We are looking forward to the start of this program.

**NAHRO AWARDS FOR 2013** – RHA is in the midst of developing new award submissions to NAHRO for 2013 as we feel we have done projects which are unique and beneficial to our residents and worth submitting. One project we submitted our Cogeneration plant and new camera system so far.

We will be working on developing these applications for submission in the near future.

**ISLANDS IN FRONT OF OAKBROOK** – The islands outside of our offices and Oakbrook Homes are now cut and maintained by the City of Reading and there are times these have issues. Given this, we have had discussion with Mr. Charles Jones, Director of Public Works, regarding possibly taking over (with the agreement of the City and of course the Board) the maintenance of these properties and perhaps in the long run, the City could provide us with ownership of these properties as they are somewhat of a gateway to Oakbrook. By taking over maintenance and/or ownership, we will ensure they are managed and maintained as well as our developments and will give us some control. Currently Masano and Berks Catholic maintain the ones in close relation to their properties.

There has not been any change to date.

#### **MEETINGS**

- December Employee meeting
- Our City Reading meeting.

A motion was made by Mrs. Mathies and second by Mrs. Acosta to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

#### **RESOLUTION NO. 5654**

#### **RESOLUTION AUTHORIZING THE HIRING OF A MAINTENANCE AIDE.**

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Joshua B. Albrecht be hired as a Maintenance Aide at an hourly rate of \$19.73.
2. THIS Resolution shall be effective January 22, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5655

RESOLUTION APPROVING AND AUTHORIZING  
THE ADOPTION OF THE RIVER OAK DEVELOPMENT, LLC,  
OPERATING BUDGET FOR FISCAL YEAR ENDING MARCH 31, 2014.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the River Oak Development, LLC, Operating Budget for the fiscal year ending March 31, 2014, is hereby approved and adopted.
2. THIS Resolution shall be effective April 1, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5656

RESOLUTION REVISING APPENDIX A, FLAT RENTS,  
OF THE ADMISSIONS AND CONTINUED OCCUPANCY  
POLICY [ACOP] FOR PUBLIC HOUSING.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Appendix A, Flat Rents, of the Admissions and Continued Occupancy Policy [ACOP] for Public Housing is hereby revised.

Copy of the revised Flat Rents is attached.

2. THIS Resolution shall be effective April 1, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5657

RESOLUTION APPROVING THE ADOPTION OF  
THE RIVER OAK APARTMENTS RENTAL AMOUNTS.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the following rents will be charged at River Oak Apartments effective April 1, 2013:

2 Bedroom - \$705.00  
3 Bedroom - \$817.00

2. THIS Resolution shall be effective April 1, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:



RESOLUTION NO. 5658

RESOLUTION APPROVING THE ADOPTION OF  
THE SYLVANIA HOMES RENTAL AMOUNTS.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the following rents will be charged at Sylvania Homes effective April 1, 2013:

1 Bedroom – \$ 627.00  
2 Bedroom - \$ 760.00  
3 Bedroom - \$ 894.00  
4 Bedroom - \$1,027.00

2. THIS Resolution shall be effective April 1, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5659

RESOLUTION AUTHORIZING THE MAXIMUM INCOME LIMITS  
FOR ADMISSION TO LOW-INCOME PUBLIC HOUSING/  
SECTION 8 ASSISTED UNDER THE UNITED STATES  
HOUSING ACT OF 1937, AS AMENDED.

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WHEREAS, Public Housing Authorities are required to achieve the housing of resident families with a broad range of income representative of the low-income populace in the area of operation of such Public Housing Authority/Section 8; and,

WHEREAS, the Reading Housing Authority desires to make low-income Public Housing/Section 8 available to all eligible families to the fullest extent allowed; and,

WHEREAS, the Reading Housing Authority has received from the Department of Housing and Urban Development revised Public Housing/Section 8 Income Limits on which maximum income limits for admission to low-income housing are based.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority adopts as the maximum income limits for admission to low-income Public Housing/Section 8, operated by the Reading Housing Authority, the following:

### INCOME LIMITS

<u>No.of persons in family</u>	<u>Lower Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>
1	\$37,200.00	\$23,250.00	\$13,950.00
2	\$42,500.00	\$26,600.00	\$15,950.00
3	\$47,800.00	\$29,900.00	\$17,950.00
4	\$53,100.00	\$33,200.00	\$19,900.00
5	\$57,350.00	\$35,900.00	\$21,500.00
6	\$61,600.00	\$38,550.00	\$23,100.00
7	\$65,850.00	\$41,200.00	\$24,700.00
8	\$70,100.00	\$43,850.00	\$26,300.00
9	\$74,350.00	\$46,500.00	\$27,850.00
10	\$78,600.00	\$49,150.00	\$29,450.00
11	\$82,850.00	\$51,800.00	\$31,050.00
12	\$87,100.00	\$54,450.00	\$32,650.00

BE IT RESOLVED AND IT HEREBY IS FURTHER RESOLVED, that utilization of the foregoing maximum income limits for low-income Public Housing/Section 8 operated by the Reading Housing Authority, shall be effective January 1, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

#### RESOLUTION NO. 5660

#### RESOLUTION AUTHORIZING THE ADOPTION OF AN AGREEMENT BY AND BETWEEN THE READING HOUSING AUTHORITY AND THE INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES, AFL-CIO, DISTRICT COUNCIL #71.

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WHEREAS, the Reading Housing Authority has a contract with the International Union of Painters and Allied Trades, AFL-CIO, District Council No. 71 ("Union"), which contract expired December 31, 2012.

WHEREAS, the parties have negotiated terms of a new agreement to be effective January 1, 2013;

WHEREAS, a draft of the negotiated changed terms has been submitted to the Authority Board;

WHEREAS, the parties have agreed to the economic terms stated therein;

WHEREAS, the draft language is subject to review and approval by the Union, as well as the Authority Board;

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Board approves the terms of the labor agreement submitted to be effective January 1, 2013.

THIS Resolution shall be effective January 1, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5661

RESOLUTION APPROVING TRAVEL TO WASHINGTON, D.C.,  
TO ATTEND NAHRO'S 2013 LEGISLATIVE CONFERENCE  
TO BE HELD MARCH 17 – MARCH 20, 2013.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT approval be given to Stacey J. Keppen, Daniel F. Luckey, Attorney Edwin L. Stock, Steven E. Belinski and Sherry Fonseca for travel to Washington, D.C., to attend NAHRO's 2013 Legislative Conference to be held March 17 – March 20, 2013.

2. THIS Resolution shall be effective January 22, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Mathies and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Lillie Mathies  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following charge-offs were presented for Glenside Homes, Hensler Homes, Oakbrook Homes, Franklin Tower, Kennedy Towers, Rhodes Apts., Eisenhower Apts. and Sylvania Homes:

**CHARGE-OFFS**

7	Glenside Homes PA-9-1	\$ 9,117.64
2	Hensler Homes PA 9-2	820.02
11	Oakbrook Homes PA-9-3	7,273.01
1	Franklin Tower PA-9-4	2,581.28
2	Kennedy Towers PA-9-5	639.66
1	Rhodes Apts. PA 9-6	49.08
1	Eisenhower Apts. PA-9-8	82.35
6	Sylvania Homes P-15	16,793.83

31	Gross Charge-Offs	\$ 37,356.87
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**RECOVERIES**

Oakbrook Homes PA-9-3	\$ 606.50	
Kennedy Towers PA-9-5	100.00	
Sylvania Homes P-15	756.68	
Gross Recoveries		\$ <u>1,463.18</u>

<b>CHARGE-OFFS NET OF RECOVERIES</b>	<b>\$ 35,893.69</b>
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15	Accounts Charged Off Due to Eviction	\$ 26,640.02
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Delinquent accounts with an amount of less than \$75.00, of tenants who decease or leave public housing and enter a nursing home or public health care facility are not to be sent to the collection agency.

All delinquent accounts of Federal Low-Income Housing, Sylvania Homes Middle-Income Housing and River Oak Market Rate Housing shall be collected in a manner that is consistent with the applicable Federal Rent Collection Policy.

A motion was made by Mr. Acosta second by Mrs. Mathies to concur with the recommendation to write the potential uncollectible amount off the books. This motion was carried unanimously.

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Mrs. Mathies to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, February 26, 2013.

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Recording Secretary